

OFFICE USE ONLY

Date Stamped

SUMMARY OF FINANCIAL ACTIVITIES OF A PROFESSIONAL SOLICITOR FOR A SOLICITATION CAMPAIGN

INSTRUCTIONS:

Professional solicitors must use this form to report financial activities for each individual solicitation campaign conducted for a charitable organization. This financial report shall be filed with the Secretary of State not more than ninety (90) days after a solicitation campaign has ended or ninety (90) days after the end of the fiscal year end of any solicitation campaign that lasts more than one (1) year. If the solicitation campaign is conducted nationally or regionally and is not confined only to this state, the financial information required to be filed shall be inclusive of the national or regional campaign.

A professional solicitor that receives donations on behalf of a charitable organization, has access to the funds raised and/or has any authority over a charitable organization's bank accounts shall file with the report an audit conducted by an independent certified public accountant.

NAME OF PROFESSIONAL SOLICITOR: _____
 Name used during Campaign (if different from above) _____

PSID#:

NAME OF CHARITABLE ORGANIZATION ON WHOSE BEHALF THE CAMPAIGN WAS CONDUCTED:

COLD#:

CAMPAIGN PERIOD: Beginning Ending
MONTH DAY YEAR MONTH DAY YEAR

CAMPAIGN#:

GROSS REVENUE FROM CAMPAIGN:

Telemarketing.....	\$
Direct Mail.....	\$
Door-to-Door.....	\$
Thrift Store.....	\$
Internet Fundraising.....	\$
Other.....	\$

TOTAL CAMPAIGN RECEIPTS:.....\$

EXPENDITURES:

Salaries:

Professional Solicitor Fees/Commissions.....	\$
Office Manager Fees/Commissions.....	\$
Caller/Employees' Salaries.....	\$
Professional Fees (Legal, Accounting, etc.).....	\$
Other Fees (Describe).....	\$

Subtotal..... \$

Payroll Benefits.....	\$
Payroll Taxes.....	\$
Escrow Fees (e.g., Caging).....	\$
Telephone.....	\$
Printing.....	\$
Data Processing.....	\$
Postage & Shipping.....	\$
Occupancy.....	\$
Utilities.....	\$
Insurance.....	\$
Advertising.....	\$
Supplies.....	\$
Travel.....	\$
Vehicle Maintenance.....	\$
Fuel.....	\$
Registration/License Fees.....	\$
List Preparation/Rental.....	\$
Bank Charges.....	\$
Interest.....	\$
Other (Specify).....	\$

TOTAL CAMPAIGN EXPENDITURES.....\$

RECEIPTS PAID TO/RETAINED BY CHARITABLE ORGANIZATION.....\$

1. Did the Charitable Organization pay for any campaign expenses from the amount of receipts shown to have been paid to/or retained by them.
Yes ☐ Amount \$ _____ No ☐

2. If there is a "Remainder or Deficit," attach a detailed explanation. The explanation should include: how the remaining funds will be divided; how the debts of the campaign will be settled; and what the responsibility of the charitable organization is regarding campaign payables.
Explanation attached ☐ N/A ☐

3. Has the audited financial report of the solicitation been attached?
Yes ☐ No ☐ N/A ☐

SIGNATURE SECTION

This report must be signed by an authorized official of the professional solicitor and two (2) authorized officials of the charitable organization.

I/we certify that the information furnished in this financial report and all continuation sheets is true and correct to the best of my/our knowledge. **Must be signed in the presence of a Notary.**

Signature of Authorized Officer of Professional Solicitor

Title

Date Signed

SWORN AND SUBSCRIBED BEFORE ME AT

Print Name

NOTARY SEAL

This _____ Day of _____ 20____

My Commission Expires: _____

Notary Public

Signature of Authorized Officer of Charitable Organization

Title

Date Signed

SWORN AND SUBSCRIBED BEFORE ME AT

Print Name

NOTARY SEAL

This _____ Day of _____ 20____

My Commission Expires: _____

Notary Public

Signature of Authorized Officer of Charitable Organization

Title

Date Signed

SWORN AND SUBSCRIBED BEFORE ME AT

Print Name

NOTARY SEAL

This _____ Day of _____ 20____

My Commission Expires: _____

Notary Public

